

THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 16 – APPROVED 13/07/2021

LETTINGS POLICY

Vision Statement

***We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.***

Introduction

Prior to the letting taking place, this document (which has been adopted by the Academy Trust) and the Thomas Mills High School Policy for Health and Safety should be provided to the hirer who must sign to confirm that they have read and accepted these terms and conditions.

Definitions

Hirer	The person or organisation entering into the contract with Thomas Mills High School
User	Those people making use of the premises hired under a letting agreement between Thomas Mills High School and the hirer
Steward	The person or persons 'supervising' or organising the users

General Conditions

- Lone working procedures need to be in place to cover the person unlocking/locking up and other support activities. Separate guidance on lone working is available as required.
- The hirer is responsible for the health and safety issues, not Thomas Mills High School. All statutory requirements must be observed, and Thomas Mills High School specific requirements complied with.
- Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and exit, including around the car park.
- Details of vehicle and pedestrian entrances and exits, parking facilities, toilets etc. are made known to the users.
- Thomas Mills High School will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the School site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of Thomas Mills High School staff concerning the area available.
- Hirers are responsible for monitoring persons on site. In the event of an emergency, the hirer will be responsible for mustering those participating in the letting. For small activities it is

suggested that a signing in book is kept. For events where audiences will be present please refer to the points below on briefing other users.

- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, extinguishers and emergency exits and muster points during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the letting.
- Regular lettings must carry out their own fire drills. For occasional or one-off lettings, the hirer takes responsibility for briefing other users associated with the letting as per the point above. Fire appliances must not be removed or tampered with other than for firefighting purposes. The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. The hirer is responsible for drawing up specific evacuation plans for any disabled people. Procedures are in place in the event of a fire alarm call point being set off accidentally. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the School's fire risk assessment.
- The School is not responsible for the users' activities, but is assured that the activity and the hired room/equipment available are compatible.
- Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. Equipment will be provided by the hirer and not by the School. All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should not be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.
- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel.
- Smoking is not allowed in any part of Thomas Mills High School's premises.
- The hirer shall not allow so many users onto the premises as to exceed the seating and/or dancing capacity of the premises. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency. Details of the capacities of each room will be provided with the confirmation.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting.

- The Headteacher reserves the right to have a member of Thomas Mills High School staff present throughout the letting and stop any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes.
- Hirers must have regard to the national standards of qualification, experience, and overall competence of instructors/supervisors/coaches for sporting and other activities.
- The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the School in a clean and satisfactory condition including replacing any furniture that has been moved. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer.
- Any concerns over the nature of the letting must be reported to the Headteacher before approval is given. The school is mindful of its duties under the Prevent Programme and would report any dissemination of inappropriate material.

Safeguarding

- At time of booking, hirers will be asked to nominate a designated contact for safeguarding and other concerns. This will be irrespective of age of potential participants/users. Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.

Insurance

- It is the responsibility of the hirer to effect suitable public liability and other relevant insurance cover. Cover up to £5 million is required.

In the event of an incident, fire or near miss

- Thomas Mills High School will ensure that Incident Report forms are made available to the hirer who in turn, must ensure one is completed whenever necessary. The School will follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required from the hirer.

Licence

- The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained (such as alcohol, theatre, performing rights or cinematograph licenses).

Charging Guidelines

- These are updated annually by the Business Manager and approved by the Trustees' Finance and Resources Committee, and are available separately from the Finance Office.
- The following organisations directly benefit the School and its pupils and in consideration of this are not charged for bookings: the Friends of Thomas Mills High School; the Mills Charity and the Mills Educational Foundation; the Michael Sims Memorial Fund; the Mills Grammar

School Association; the Old Framlingham Schoolfriends; the Thomas Mills High School Alumni Association.

- For lettings charges, please see Appendix 1.

Rationale

- The school welcomes and encourages the use of the school's facilities by groups and individuals within the local community. We consider ourselves part of the community and wish to play an active role within it.
- This will generate income and any profit accrued will be used to benefit the education of pupils at Thomas Mills.
- Provided there is no detriment to the primary purpose of the school and the welfare of local residents, facilities can be made available for extra-curricular clubs run for the benefit of the pupils.

Equal Opportunities and Inclusion

- It is the aim of the school to operate a fair and inclusive policy at all times. We welcome enquiries from potential hirers and will consider all applications, regardless of the potential hirer's gender, ethnicity, physical disability, ability, linguistic, cultural or home background. We recognise that certain groups and individuals may be discriminated against and therefore we are strongly committed to positive action to ensure the building and grounds are fully accessible to all potential users. In general, the school welcomes sports and exercise classes, educational classes and cultural, religious and social activities.

Lettings may be made to individuals, groups or organisations subject to the following exceptions:

- Political parties or organisations of a party-political nature; and
- Trade unions other than educational professional associations, who may hire the premises for an event directly involving the school's community or staff.

In all cases, the Headteacher ultimately has discretion over lettings.

Review

- This policy will be reviewed annually in accordance with the *Handbook of Governance*.

Appendix 1

2021 lettings charges for Thomas Mills High School – School Rooms

Lettings charges for school rooms (Non-sports facilities):

Certain areas of the school are available for regular hire in the evenings during term time and during the day and evenings during school holidays. The school will, on occasion, also let parts of the building for one off events that are of benefit to the school community. For simplicity, the areas of the school that are available are divided into two categories:

1. **Large Halls/Rooms:** Main Hall, Canteen and Performance Studio*
2. **Small Rooms/Classrooms:** Library, and a number of classrooms

Area:	Standard Lettings. Price per hour	Eligible Community Groups. Price per hour**:	Supplementary charge per hour for times outside of school opening hours***:
Large Halls/Rooms:	£24	£12	£9.50
Small Rooms/Classrooms:	£19	£9.50	£9.50

**Eligible Community Groups:

For community groups and organisations, the school offers its facilities at a 50% rate reduction. The schools' definition of a community group is one which:

1. Is non-profit making
2. Exists to serve the needs of the local or national community
3. Is a voluntary organisation in a charitable effort by an individual or individuals.

***Supplementary Charges:

A supplementary hourly charge is payable if a booking, or part of the booking, falls outside the "normal" hiring times of Monday to Friday. The "normal" times are:

Term Time, Mon to Fri: 4pm to 8pm

School Holidays, Mon to Fri: 9am to 5pm

Enquiries:

Please direct all enquiries relating to the hire of school facilities to Linda Mitchell in the Main School Office:
T: 01728 726679 E: lmitchell@thomasmills.suffolk.sch.uk

Sports Facilities (*including performance studio):

Certain sports facilities within the school are also available for regular hire in the evenings during term time and during the day and evenings during school holidays.

During Sports Centre opening hours, the performance studio is classed as a sports centre facility and is manned by sports centre assistants. During other times, this facility can be let as part of a standard or community letting with supplementary charges due as appropriate.

For full details of the Sports Centre opening times, sports hire facilities and charges, or if you are interested in hiring the performance studio, please contact our Sports Centre Co-ordinator, Linda Mitchell
E: lmitchell@thomasmills.suffolk.sch.uk